5 August 1975

MEMORANDUM FOR: Chief, Administration and Training Division

SUBJECT   : Personnel Branch Submission for the Office
                  of Security Monthly Report - July 1975

1. Sections VI-X of the Security supplement to the DDA Personnel Management Handbook, which includes Part 2 of the PDP, were approved by the Director of Security and forwarded to Printing Services Division for final printing. Copies will be distributed to each office just as soon as PSD completes the job.

2. We are working on the OS Annual Personnel Plan and will have it completed by the deadline date of 13 August 1975. Just as it was last year, the APP is a very extensive package which requires considerable research and work in compiling the required statistics and other data.

3. Vacancy notices were prepared and published on three professional and four clerical positions during the month. We received 11 professional and 15 clerical responses to these notices.

4. In preparation for the Security Officers Training Course which begins 2 September, three new professional employees were EOD'd during the month.

5. The Personnel Branch arranged and participated in two Honor and Award ceremonies during July. The CIM was presented to ▮▮▮▮▮▮▮▮ STATINTL upon his retirement and the Certificate of Distinction was presented STATINTL posthumously to the family of ▮▮▮▮▮▮▮▮

STATINTL   6. ▮▮▮▮▮▮▮ was on annual leave during the first week of July.

7. The Branch officers are in the process of conducting the required mid-summer interviews of each summer-only employee. The interviews are done to get an indication of how the employee is doing and what he/she likes or dislikes about the assignment. Out-processing interviews will be conducted when the SOE's terminate.

STATINTL   8. ▮▮▮▮▮▮▮ attended OTR's two-week Effective Writing course during the month.

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Chief, Personnel Branch